NEW JERSEY SYMPHONY ORCHESTRA
NJSO
JACQUES LACOMBE MUSIC DIRECTOR
NEEME JÄRVI CONDUCTOR LAUREATE

GNYO
greater newark youth orchestras

Absence Request Form
2010-2011 Season

This form must be turned in for EVERY missed rehearsal or request to arrive late or leave early.
Use one form for each absence.

Name: _____ Instrument: _____

GNYO GNCO GNVE Date form submitted: _____ Date of absence _____

I will be (check one): ☐ Missing the entire rehearsal ☐ Missing part of rehearsal
Time leaving/arriving rehearsal: _____

- You are allowed a maximum of **three absences** (excused OR unexcused) for each semester (Fall and Spring). If you exceed your allowed number of absences in a semester you may not be allowed to play that semester's concert.
- Attendance at Dress Rehearsals (the last rehearsal before a concert) is *required.*
- Please be sure to notify Stacy Beltran of absences at least one week in advance.
- Any last minute family emergencies or illness MUST be called into the office (973.624.3713 ext. 268). You may also send an email (sbeltran@njsymphony.org) IN ADDITION to your phone call if you wish.

The following reasons are considered unacceptable: *studying, sports, doing errands, jobs/employment, performances unrelated to school.* It is expected that students will organize their schedules so there is no conflict with GNYO/GNCO/GNVE rehearsals and concerts.

REASON FOR ABSENCE

FAMILY: ☐ Religious observance ☐ Death in the family ☐ Family illness

ILLNESS: ☐

SCHOOL-RELATED: ☐ Concert ☐ Field Trip ☐ SAT / PSAT Testing
☐ Other _____

TRANSPORTATION: ☐ No way of getting to rehearsal ☐ Check here if you think transportation may be a regular difficulty for you or your family

OTHER: ☐ Explain: _____

Student signature: _____

Parent/ Guardian signature: _____

OFFICE USE: Acceptable: YES / NO ABSENCE # _____ In database: ☐

Follow up calls/notes: _____

Contact: Stacy Beltran | 60 Park Place, 9th Floor | Newark, NJ 07102
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